



Request for New Scholarship FAMIS Account and/or Compass Fund Code (College Station, Galveston & HSC)

Note: This process can take between 7 - 10 business days to complete, depending on the time of the year

**** Failure to complete this form in its entirety may cause delays in account or fund code set up ****

Select Type of Request(s): New FAMIS Account Number Only New Compass Fund Code Only Both

Section I – Department Information

Date _____ Department _____ Dept Code _____

Department or College Contact Name _____

Telephone _____ Email Address _____ Mail Stop _____

Section II – Account Information

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR YOUR NEW ACCOUNT AND/OR FUND CODE

Please indicate the semester and year you wish to begin using this fund: _____ (Example: Fall 202X, Spring 202X)

Name of Account _____

A scholarship/fellowship may not be designated for one particular student. Please refrain from including student names in scholarship/fellowship titles.

FAMIS Account number (Check one) 02 10 23 - _____ - _____

(Account numbers should begin with the campus code – 02 for College Station, 10 for Galveston and 23 for the Health Science Center; followed by the account number and a sub-account if available. If there is no sub-account, enter “00000” – 5 zeroes)

FAMIS Responsible Person _____

FAMIS Accountant _____

FAMIS Account Function Code (15 – Research; 60 Scholarship/Fellowships) _____

Is this a scholarship or fellowship? SCHOLARSHIP _____ FELLOWSHIP _____

How should fellowship be paid? Lump Sum (once per semester) Multiple Disbursements (monthly)

Please check one Object Code 5910 Undergraduate 5915 Graduate 5920 Professional

OR 5928 Pass-through Award (Only for funds received from outside of Texas A&M and students are selected by the entity)

Indicate the maximum individual award amount (per academic year) for this fund \$ _____

Indicate the maximum number of semesters that fund is awarded to an individual student (# of semesters, 8,4,2,1) _____

Indicate the minimum enrollment a student must carry in order to receive this fund Full Time 3/4 time
 (Full Time = 12 hours for undergraduate/professional and 9 hours for graduate) 1/2 time Less than 1/2 time

Section III – Fund Source/ Account Preferences (Attach Gift Agreement/Funding Notification Documents)

Funding Source Information:

How did the funds come to the University?

Association

Endowment

Gift (one-time or recurring)

TAMU Fiscal Office

Endowment (Account # _____)

Gift (one-time or recurring) (Account # _____)

University Allocated Funds (Account # _____)

TAMU Foundation

Endowment (Account # _____)

Gift (one-time or recurring) (Account # _____)

FEA (Foundation use only) (Account # _____)

Other

Federal Grant or Contract (Account # _____)

Private Grant or Contract (Account # _____)

If funds are from a named donor(s) or organization:

Does the donor of this fund wish to remain anonymous? Yes No N/A

Is the donor of these funds deceased? Yes No N/A

May a student receive these funds if enrolled less than minimum enrollment requirement noted above due to co-op, internship, or study abroad trip?

YES NO

May a student receive these funds if enrolled in less than minimum enrollment requirement noted above for final semester before graduation and has a diploma fee posted?

YES NO

Section IV – Selection Criteria

Are there specific criteria for awarding this fund? YES (Specific Selection Criteria) NO (Unspecified)

Criteria must match gift agreement, as applicable.
 (If "Yes" was selected, please provide details on criteria for items listed below.)

Required Preferred

Academic Achievement/Merit _____
 Eligible Student Classifications _____
 College Code(s) _____
 Major Code(s) _____
 (If gift agreement permits awarding to students in a department, list all eligible **majors**. Reference: catalog.tamu.edu)
 State of Residence _____
 Texas County of Residence _____
 Corps of Cadets Participation _____
 Extracurricular Activities _____
 Financial Need _____
 Good Standing with TAMU
 (Good Standing is defined as not being on honor/conduct probation)
 Minimum GPA Requirement _____
 High School _____
 High School County _____
 High School State _____
 Worthy and Deserving
 (Verbiage often used in gift agreements)
 Other _____

Section V - Non-resident Tuition Waiver Eligibility

The Competitive Scholarship waiver, authorized under Texas Education Code 54.213a, is an optional waiver that institutions can implement. An eligible non-resident student who holds a competitive academic scholarship of a specified minimum dollar amount for the academic year or summer for which the student is enrolled may be eligible to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas.

Eligible awards must be made in accordance with TAMU Standard Administrative Procedure 13.03.99.M03.03 Non-resident Tuition Waiver for Competitive Scholarship Recipients.

Will this fund be awarded through a competitive process and available to both Texas residents and non-residents, potentially qualifying non-resident recipients for a non-resident tuition waiver? YES NO

Will recipients of these funds be selected by an officially recognized University scholarship committee or administrator of Texas A&M University? YES NO

Section VI – Certification of Fund Administration

I certify that this fund will be administered in accordance with all criteria and requirements as indicated on this new account request form and the fund documentation (i.e. gift agreement).

 Signature of Dean or Department Head (or authorized designee)

 Date

 Printed Name of Dean or Department Head (or authorized designee)

Please submit this completed and signed form and a copy of the gift agreement or supporting documentation (if applicable) to fellowchol@tamu.edu or 1252 TAMU. You will be notified by email when the fund code is ready for use.

For Scholarships & Financial Aid use only:			
Fund Code: _____	Detail Code: _____	Date: _____	Initials: _____
SSERVQ: _____	FAD: _____		